Missouri State Transportation Aid Document Preparation Manual

July 1. 2026

Missouri Department of Elementary and Secondary Education
Student Transportation Section

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INTRODUCTION

Per 163.161, RSMo., any school district which makes provision for transporting students shall receive state aid for the ensuing year for such transportation on the basis of the cost of pupil transportation services provided. 5 CSR 30-261.010 Requirements for the Operation of School Buses states School bus routes over which school buses travel shall be approved by public school district board of education action no later than the end of October for its initial approval and no later than the end of June for the final approval of modifications made during the school year. To qualify for Transportation State Aid all applicable transportation laws and regulations must be followed.

In order to obtain information used to calculate the Transportation State Aid owed the Missouri State Transportation Aid Document Preparation Manual provides guidance in the preparation and submission of the transportation reporting documents within the Annual Secretary of the Board Report (ASBR). This is required by the State Board of Education for the calculation of state transportation aid. LEA officials have a fiduciary responsibility to report accurate data on these reporting documents. All data reported are subject to review by the Department of Elementary and Secondary Education (DESE) and the LEA auditor.

The transportation reporting documents must be prepared and submitted with the ASBR by **August 15** of each year and include:

- the Application for State Transportation Aid.
- the School Bus Depreciation Schedule.
- the Facility Depreciation Schedule.

DESE staff is available to provide technical assistance during the completion of the state transportation aid reporting documents and may be contacted at 573-751-0357.

APPLICATION FOR STATE TRANSPORTATION AID

SECTION I – PUPIL DATA

Section 1 of the Application for State Transportation Aid contains the sum of the two ridership lists counts for Eligible and Ineligible students broken down by Contracted and District Operated routes. Routes must be included on the route approval listing and approved by the local board of education.

Section I Pupil Data		
Pupils Transported Eligible for State Aid	**Total Number of Pupils Transported for Two Ridership Lists**	
	Contracted	**District Operated**
A. Non-Disabled Grades K-12	0	163
B. Career Education	0	15
C. Students with Disabilities Transported on Separate Routes K-12	0	0
Eligible Average Daily Transported (ADT)		89.0
Pupils Transported Ineligible for State Aid	**Total Number of Pupils Transported for Two Ridership Lists**	
	Contracted	**District Operated**
D. Non-Resident Student - No Interdistrict Contract	0	0
E. Less than One Mile - No Charge to Parent, No Appreciable Expense	0	0
F. Less Than One Mile - Payment From Parent or Transported at District Expense	0	0
G. Less Than One Mile - Under Provisions of HB1180	0	0
Ineligible Average Daily Transported (ADT)		0.0

STUDENTS ELIGIBLE FOR STATE TRANSPORTATION AID

State aid for transportation shall be paid as provided in Section 163.161, RSMo, and as implemented in 5 CSR 30-261.040, only on the basis of the regular school term cost of transportation for those students:

- living one mile or more from school.
- who are transported one mile or more to and from public accredited career education courses.
- who are transported to special education classes either in or outside the district.

RIDERSHIP LIST DEVELOPMENT

Two ridership lists should be developed during the year for home-to-school-to-home routes, then added together for reporting on the Application for State Transportation Aid. These lists should be created based upon the student's residence, not bus stop location. The lists should be created as follows:

- The first semester list should be developed by the second Wednesday of October.
  - Includes K-12 students riding on a **regular** basis (minimum of once per week).
    - Students living more than a mile from school.
    - Students living less than a mile from school.

- The second semester list should be developed by the second Wednesday in February.
  - Includes K-12 students riding on a **regular** basis (minimum of once per week).
    - Students living more than a mile from school.
    - Students living less than a mile from school.

These lists *should exclude*:

- students that do not ride the bus on a regular basis.
- School Choice (ESEA) routes.
- Proportionate Share (IDEA) routes.
- Early Childhood Special Education (ECSE) students.
- prekindergarten students.
- McKinney-Vento (homeless) transportation routes **100% paid** with title or other grant cost.
- students on transportation routes **100% paid** with specific funds, such as specific grants or federal funds.

DESE requires the auditor to sample and determine whether the ridership records are accurate and verifiable. School district administrators should have conferred with their auditors to determine a method of developing a listing of students regularly transported that the auditor will accept as an "accurate and verifiable list". Independent verification methods are acceptable.

RIDERSHIP LIST TYPES

PUPILS TRANSPORTED ELIGIBLE FOR STATE AID

A. Non-Disabled Grades K-12

- Sum of the two ridership lists for regular school year routes include
  - K-12 students riding on a **regular** basis (minimum of once per week) whose residence is one mile or more from the school building they attend.
    - Students with disabilities **transported on regular routes** shall be reported in Non-Disabled Grades K-12 category.

Routes to transport high school students from a K-8 school building to a high school district **will** generate a double head count for the high school students if they are also transported on a route from home to the K-8 building.

B. Career Education

- Sum of the two ridership lists for regular school year routes include
  - K-12 Students who are transferred to and from a career education course approved by the Office of College & Career Readiness on a regular basis (minimum of once per week).
    - ❖ Students with disabilities transported on regular routes shall be reported in the Career Education category.

C. Students with Disabilities K-12 Transported on Dedicated Routes

- Sum of the two ridership lists for regular school year routes include

- K-12 Students transported on a specified home-to-school-to home "students with disabilities" route on a regular basis (minimum of once per week). For more clarification on students with disabilities routes see the FAQ at the end of this document.
  - Students with disabilities transported on regular routes shall be reported in the appropriate Non-Disabled Grades K-12 or Career Education category.
  - No ridership is reported for students with disabilities transported on a shuttle routes.

Eligible Average Daily Transported (ADT)

- ADT is defined as a system calculated number equal to the sum of the two ridership lists for Non-Disabled Grades K-12 (A.), Career Education (B.), and Students with Disabilities (C.) routes divided by two.

K-12 PUPILS TRANSPORTED INELIGIBLE FOR STATE AID

D. Non-Resident Student-No Interdistrict Contract

- Sum of the two ridership lists for regular school year routes include
  - K-12 non-resident students riding on a **regular** basis (minimum of once per week).
    - Non-resident students transported under an interdistrict contract are NOT reported and ridership provided back to the district paying for the transportation cost.

E. Less Than One Mile-No Charge To Parent, No Appreciable Expense

- Sum of the two ridership lists for regular school year routes include
  - K-12 resident students riding on a **regular** basis (minimum of once per week) whose residence is less than one mile from the school building they attend.
    - Students are transported at no cost to family/guardian or to the district.
      - ❖ This does not include students transported on ineligible routes.

F. Less Than One Mile-Payment From Parent or at District Expense

- Sum of the two ridership lists for regular school year routes include
  - K-12 resident students riding on a **regular** basis (minimum of once per week) whose residence is less than one mile from the school building they attend.
    - Students are transported at a cost to family/guardian or at the district expense.

G. Less Than One Mile-Under Provisions of HB 1180

- Sum of the two ridership lists for regular school year routes include
  - K-12 resident students riding on a **regular** basis (minimum of once per week) whose residence is less than one mile from the school building they attend.
    - Students are transported from bus stops that per 167.231, RSMo., **existed in 2005-06** and where students are required to cross a state highway or county arterial in the absence of
      - ❖ sidewalks.
      - ❖ stop lights.
      - ❖ crossing guards.

Ineligible Average Daily Transported (ADT)

- ADT is defined as a system calculated number equal to the sum of the two ridership lists for Non-Resident Student-No Interdistrict Contract, Less Than One Mile-No Charge To Parent, No Appreciable

expense, and Less Than One Mile-Payment From Parent or Transported at District Expense divided by two.

SECTION II – MISCELLANEOUS DATA

- **Number of Days Transportation System Operated**
  - This includes the total number of days that students were transported on eligible home to school to home routes during the regular school year.
    - Summer school **is not** included.

Section II Miscellaneous Data	
Number of Days Transportation System Operated	124

SECTION III-MILEAGE DATA

Section III-Mileage data contains the sum of Eligible Route Miles and Ineligible Route Miles broken down by Contracted and District Operated routes. 5 CSR 30-261.040 Allowable Cost for State Transportation Aid defines eligible and ineligible transportation mileage. Routes must be included on the route approval listing and approved by the local board of education.

Section III Mileage Data		
Eligible Route Miles	**Contracted**	**District Operated**
A1. Non-Disabled Student Route Miles	0	26,040
A2. Students with Disabilities Route Miles	0	0
Total Eligible Route Miles		26,040
Ineligible Miles		
B. Disapproved Route Miles (Shuttle Routes, Regular Summer School, Non-Disabled Early Childhood)	0	1,756
C. Non-Route Miles (Activity Trips, Field Trips, Maintenance Miles)	0	6,618
Total Ineligible Route Miles		8,374

District-Operated Transportation Systems

- District-operated transportation systems may use any of the three methods but Method 1 should be the easiest.

Contracted Transportation Systems

- Contracted districts may use any of the three methods, whichever works best for the contractor and school district. If the contractor's buses are used only for public school transportation, Method 1 would be used. If the contractors' buses are used for charter purposes on a daily, weekly, or monthly basis, Methods 2 or 3 would be used.

If a bus is used for multiple routes that are different eligibility types such as non-disabled and early childhood special education, or K-12 students with disabilities routes and career education routes, the mileage must be tracked separately. Spare buses should have trip sheets completed with every use.

Accurate mileage CANNOT be obtained from the route listing submitted for the approval of the local board of education.

Mileage *should exclude*:

- School Choice (ESEA) routes.
- Proportionate Share (IDEA) routes.
- Early Childhood Special Education (ECSE) routes.
- Additional miles associated with transportation of pre-kindergarten students on regular routes.
- Student transportation miles associated with expenses reimbursed by specific grant funds such as McKinney-Vento (homeless) students **paid 100%** by title or other grant funds.
- Proportionate share of miles associated with transportation routes paid with specific funds, such as specific grants or federal funds.

Mileage data shall be taken from odometer readings on the bus on the first and last day of school. The odometer readings and log sheets from non-route uses shall be used to calculate "actual" miles. Mileage must be tracked using actual odometer readings. One of the following methods discussed below may be used.

MILEAGE TRACKING METHOD #1:

- Odometers are read at the beginning and ending of the school year.
- Trip sheets are completed **every** time the bus is used for anything other than the regular route.
- Trips sheets should include, at minimum:
  - Odometer Readings-Beginning and Ending
  - Date and Time
  - Purpose of Trip
  - Other information needed for the district's records.

MILEAGE TRACKING METHOD #2:

- Odometer readings are performed on a yearly, monthly, or weekly basis, or as needed, for contracted districts (whose buses are licensed commercially) when buses are used significantly for purposes other than transporting students to and from school and for field trips and activity trips.
- Trip sheets are used for transportation other than regular routes.

MILEAGE TRACKING METHOD #3:

- Odometer readings are performed daily for regular routes.
- Trip sheets are used for transportation other than regular routes.

ELIGIBLE ROUTE MILES

A1. Non-Disabled Student Route Miles

- Total non-disabled route miles **actually** traveled for the year to transport eligible non-disabled students include
  - Non-disabled home-to-school-to-home routes that occur at the beginning and end of the regular school day.
  - Career Education routes.

A2. Students with Disabilities Route Miles

- Total students with disabilities route miles **actually** traveled for the year include
  - students with disabilities home-to-school-to-home routes.
  - students with disabilities shuttle routes between buildings.
  - students with disabilities trips for educational purposes.
  - students with disabilities summer school routes.

INELIGIBLE MILES

B. Disapproved Route Miles (Shuttle Routes, Regular Summer School, Activity Routes, Non-Special Education Early Childhood Routes)

- Disapproved route miles include
  - total disapproved route miles **actually** traveled for the year.
  - shuttle routes between buildings.
    - Excludes students with disabilities shuttle routes between buildings.
    - Excludes career education routes.
  - non-disabled summer school transportation.
  - routes ran solely to transport students who live less than one mile from school.
  - non-disabled pre-kindergarten route miles (or prorated portion of the route miles if transported on a blended route).
  - before or after school activity routes.
    - Home-to-school-to-home route that occurs outside of the beginning and ending of the regular school day.

C. Non-Route Miles (Activity Trips, Field Trips, Maintenance Miles)

- Non-route miles include
  - total non-route miles **actually** traveled for the year.
  - all miles traveled that do not appear on a district's school transportation route listing. Log sheets shall be used for each bus to identify this mileage.
    - Activity trips
    - Field trips
    - Miles for maintenance purposes
    - Miles for licensing and testing purposes, and inspection purposes, etc.

FACILITY DEPRECIATION SCHEDULE

5 CSR 30-261.040 Allowable Costs for State Transportation Aid establishes provisions for school districts to construct facilities, such as bus barns and bus maintenance garages, and receive reimbursement for a scheduled period of 20 years.

The facilities depreciation schedule should include

- cost of new school bus facilities.
- cost exceeding $5,000 per fiscal year by category
  - for renovation of school bus facilities.
  - for renovation of existing bus parking lot.
    - New gravel
    - Paving of lot
    - Fencing
  - fuel storage tanks.
  - fuel pumping equipment including electric bus charging stations and infastructure.

The facilities depreciation schedule should exclude

- land purchases.
- appraised land values.

Additional guidance for the Facility Deprecation Schedule

- Items placed on the facility depreciation schedule **must** be coded to Function Code 4xxx, Object Code 65xx.
- A LEA **must** add a facility cost or total expenditure in excess of $5,000 on the Facility Depreciation Schedule the same fiscal year as the expense is reported on the ASBR.
- Only actual expenditures made between July 1 and June 30 for the fiscal year should be added on that fiscal year's Facility Depreciation Schedule.
- If a LEA owns a building that was not originally built as a bus facility and renovates it for that use, only the costs of the renovation may be added to depreciation reimbursement.
  - The appraised value of the land and/or facility, before or after the renovation, may not be added for depreciation.
- If a facility is used for maintaining or housing vehicles other than school buses, the total depreciation amount claimed on the Facility Depreciation Schedule shall be prorated according to the total number of vehicles served. For example, if a building serves 10 vehicles and 8 are school buses, then 80% of the annual depreciation amount may be claimed.
- LEAs that lease their bus facility to another party shall not claim depreciation for any year of the lease agreement and will lose the 5% annual depreciation amount during the term of the lease agreement.
- When the scheduled 20 year period of depreciation is completed for any specific item(s), the system automatically removes it from the Facility Depreciation Schedule.
- For additional data entry lines when completing the Facility Depreciation Schedule, click SAVE.

Example:

Transportation Facility Depreciation

SECTION ONE

Fiscal Year First Used	Item	Cost	Annual Depreciation Percent	Depreciation for One Year	Last Fiscal Year to Claim Depreciation	
2002	Fuel Pumping Equipment	8494	5%	419	2021	✕
2002	Other	556	5%	24	2021	✕
2002	Other	13520	5%	676	2021	✕
2003	Fuel Pumping Equipment	2820	5%	141	2022	✕
2005	Paving of Lot	102970	5%	5148	2024	✕
2005	Other	13050	5%	652	2024	✕
2007	Building	983483	5%	49174	2026	✕
2007	Paving of Lot	12780	5%	639	2026	✕
2007	Other	13275	5%	664	2026	✕
2008	Building	12177	5%	609	2027	✕
2008	Building	498621	5%	24931	2027	✕
2013	Paving of Lot	74015	5%	3701	2032	✕

SECTION TWO

Total Depreciation for One Year	86,778 (A)	
What % of all vehicles that use the above facilities were district pupil transportation vehicles	100	(B)
Prorated Depreciation for this year	86,788 (A) x (B)	

SCHOOL BUS DEPRECIATION SCHEDULE

5 CSR 30-261-040 Allowable Costs for State Transportation Aid establishes provisions for LEAs to purchase school buses and receive reimbursement through a School Bus Depreciation Schedule for a scheduled period of eight years.

The Bus Depreciation Schedule shall *include*

- only motor vehicles that **meet** the Missouri Minimum Standards for School Buses purchased (including those with a loan or lease purchase) by the LEA.
  - It is not necessary to send a copy of a new bus bid specification to DESE; however, this documentation should be provided to the district auditor to verify proper reporting of allowable expenditures for school buses.
- school buses with a model year that is 10 years old or newer at the time of purchase. Bus purchases or principal payments should be coded to Function Code 2552 Object Code 6552.
  - If part of the bus purchase is paid for with specific grant funds the full amount should still be coded to Function Code 2552 Object Code 6552.
  - Note on the School Bus Depreciation Schedule the portion of the purchase price under the field labeled “Amount of Purchase Price Paid With Specific Program Funds (excludes local dollars)”.

The Bus Depreciation Schedule should *exclude*

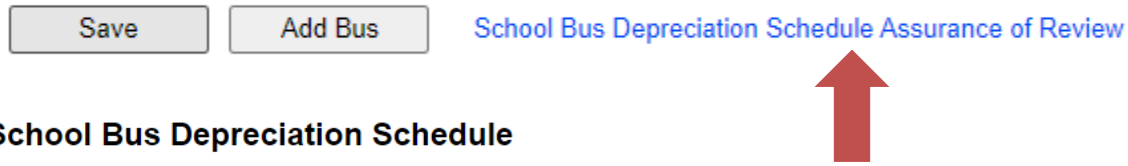
- leased (rented) motor vehicles.
- motor vehicles that **do not** meet the Missouri Minimum Standards for School Buses.
- school buses with a model year that is 11 years or older at the time of purchase.

Additional guidance for the Bus Depreciation Schedule

- The date the LEA took delivery of the bus determines the fiscal year it is placed on the Schedule.
  - For example, in order for a school bus to be added to the 2021-22 School Bus Depreciation Schedule, the district must have received the bus between July 1, 2021 and June 30, 2022.
- The full purchase price should be reported (do not reduce price by trade in value or down payment).
- The purchase price of lease-purchased school buses **shall not** include interest and **shall not** be reduced by any trade amount received.
- The LEA should report a bus as traded or sold in the same year revenue was received for the sale or new bus purchased with credit for the trade in value.
- When a school bus is totally wrecked or destroyed and the LEA receives a settlement from an insurance company, the bus shall be reported as a sale on the School Bus Depreciation Schedule in the fiscal year the settlement is received.
- When a bus cannot be sold or traded, has no value, or is no longer usable, the bus should be marked as sold for $1.00.
- Any amount of purchase price paid with specific program funds, such as DNR or Volkswagen Settlement Grants (excludes local dollars), should be specified in the field “Amount of Purchase Price Paid with Specific Program Funds” on the School Bus Depreciation Schedule.
- Total depreciation is reduced for trade or sale of school buses.

- School buses sold remain on the depreciation schedule until they become fully depreciated and will automatically be deleted the following year.

School Bus Depreciation Schedule review.
LEAs must annually review the School Bus Depreciation Schedule to ensure accuracy. Once the review has been completed the LEA must assure to DESE the schedule has been reviewed by selecting the assurance link at the top of the School Bus Depreciation Schedule.



School Bus Depreciation Schedule

Sort By: ◉Bus Number ○Delivery Date ◉Ascending ○Descending

Bus Number	VIN Number	Model Year	Date District Took Delivery	Purchase or Lease Purchase Price	Amount of Purchase Price Paid With Specific Program Funds (excludes local dollars)	Program Used for Purchase	% Depreciation
1	4DRBUAAP3D8048077	2013	05/02/2012	77,501	0		12.5
3	4DRBUAAP8FB029608	2015	03/24/2014	80,934	0		12.5
5	4DRBUAAP98B494997	2008	02/01/2007	60,695	0		12.5
10	4DRBUAAP88B495008	2008	02/01/2007	60,695	0		12.5
11	1HVBBAAP83H581039	2003	04/01/2003	52,780	0		12.5
174	4DRBUC8P4HB03495	2017	07/26/2016	83,986	0		12.5
187	4DRBUC8PKB732535	2019	09/12/2017	86,830	0		12.5
208	4DRBUC8P3LB829147	2020	03/21/2019	95,225	95,225	DNR	12.5

Depreciation Total		21,352
Less sale/trade amounts on buses eligible for depreciation	-	0
Adjusted Depreciation Total		21,352

Continued:

Depreciation This Year	Accumulated Depreciation	Balance Depreciation	Years of Depreciation Remaining	Trade Date	Amount Received on Trade	Outright Sale Date	Amount Received Outright Sale	
0	77501	0	0					✕
0	80934	0	0					✕
0	60695	0	0					✕
0	60695	0	0					✕
0	52780	0	0					✕
10498	62988	20998	2					✕
10854	54270	32560	3					✕
0	0	0	4					✕

REVENUE CODING

Transportation fees received from patrons, other LEA's, sale of school buses, and from Transportation State Aid should be coded to the appropriate revenue codes as found in the Missouri Financial Accounting Manual.

EXPENDITURE CODING

Any time a student is transported the cost must be coded to Function Codes 2551 – 2559 as appropriate as found in the Missouri Financial Accounting Manual. This includes activity trips paid by student activities or school sponsored athletics.

Expenditures paid with specific grant/entitlement funds (Title, Special Education State or Federal funds, Career Education Grants, other Federal grants etc.) should be coded to 2558 – Non-Allowable Transportation Expenses and miles associated with that expenditure should **not** be reported on the Application for State Transportation Aid. Note: If part of the bus purchase is paid for with specific grant funds the full amount should still be coded to Function Code 2552 Object Code 6552.

Expenditures paid with Transportation Fees from Parents or Transportation Amounts Received from Other LEA's K-12 should remain coded to 2551-2554 as appropriate.

ROUTE COST

DISTRICT OPERATED ROUTES

Non-Disabled Routes

- Non-Disabled district operated route cost **must** be coded to Function Code 2552 and the appropriate object code for the cost being paid. Examples include
  - eligible non-disabled home-to-school-to-home routes.
  - eligible Career Education routes.
  - ineligible shuttle routes.
  - summer school transportation.
  - non-disabled pre-kindergarten route miles.
  - before or after school activity routes.
  - activity trips.
  - field trips.

- School Choice (ESEA) and Proportionate Share (IDEA) route cost for non-disabled students must be coded to Function Code 2557 and the appropriate object code for the cost being paid.

Disabled Routes

- K-12 disabled district operated route cost must be coded to Function Code 2554 and the appropriate object code for the cost being paid. Examples include
  - dedicated eligible disabled home-to-home routes.
    - Prorated cost of routes to transport students with disabilities on regular routes.
  - students with disabilities shuttle routes between buildings.
  - students with disabilities trips for educational purposes.
  - students with disabilities summer school routes.

- Proportionate Share (IDEA) route cost for disabled students must be coded to Function Code 2557 and the appropriate object code for the cost being paid.
- Early Childhood Special Education (ECSE) route cost must be coded to Function Code 2559 and the appropriate object code for the expenditure paid.

CONTRACTED ROUTES

Non-Disabled Routes

- Non-Disabled contracted route costs **must** be coded to Function Code 2551 or 2555 Object code 6341 or 6342 as appropriate for the cost being paid. Examples include
  - eligible non-disabled home-to-school-to-home routes.
  - eligible Career Education routes.
  - ineligible shuttle routes.
  - summer school transportation.
  - non-disabled pre-kindergarten route miles.
  - before or after school activity routes.
  - activity trips.
  - field trips.
- School Choice (ESEA) and Proportionate Share (IDEA) route cost for non-disabled students must be coded to Function Code 2557 Object code 6341 or 6342 as appropriate for the cost being paid.

Disabled Routes

- K-12 disabled contracted route cost must be coded to Function Code 2553 or 2556 Object code 6341 or 6342 as appropriate for the cost being paid. Examples include
  - dedicated eligible disabled home-to-home routes.
    - Includes prorated cost of routes to transport students with disabilities on regular routes.
  - students with disabilities shuttle routes between buildings.
  - students with disabilities trips for educational purposes.
  - students with disabilities summer school routes.
- Proportionate Share (IDEA) route cost for disabled students must be coded to Function Code 2557 Object code 6341 or 6342 as appropriate for the cost being paid.
- Early Childhood Special Education (ECSE) route cost must be coded to Function Code 2559 Object code 6341 or 6342 as appropriate for the cost being paid.

ALLOWABLE EXPENDITURES

5 CSR 30-261.040 Allowable Cost for state Transportation aid outlines allowable cost used for the calculation of Transportation State Aid. Examples include:

- Salaries and benefits for school transportation personnel include
  - transportation directors
  - school aides servicing students with disabilities pursuant to law
  - school bus drivers
  - dispatchers
  - transportation secretaries
  - mechanics
  - garage custodians

- Purchased services, examples include
  - insurance for school buses and other vehicles used to transport students.
  - labor contracted for repairs and parts used for repairs by persons other than school district employees.
  - school bus garage/storage facility expenditures prorated if necessary for
    - utilities.
    - insurance.
    - telephone.
- Cellular telephone services.
- Two (2)-way radio communication services.
- Supplies expenditures, examples include
  - fuel (gasoline, propane, diesel, or natural gas)
  - oil and other lubricants
  - tires, both new and recapped, tubes , tire and tube repair
  - tools
  - parts including but not limited to:
    - Engine parts
    - Batteries
    - Antifreeze
    - Small motors
    - Lights
    - Lenses
    - Bulbs
    - Springs
    - Shock absorbers
  - custodial supplies for school bus garage/storage facility, prorated if necessary.
- Capital outlay expenditures include
  - cost of retrofit equipment required on school buses under Missouri specifications or otherwise authorized by 5 CSR 30-261.040.
  - expenses to equip school buses with a two (2)-way radio communication system, including communication tower and administrative base station or cellular telephones.
  - expenses for electronic safety and security equipment.
  - expenses incurred to equip school buses with strobe lights.
  - cost of replacement engines for school buses and other vehicles used to transport students.
  - cost for electronic safety and security equipment including video cameras.
  - other transportation capital outlay pursuant to the district's guidelines for supply versus equipment expenditures.
  - facility depreciation cost.
  - school bus depreciation.
  - bus lease-purchase principal payments
- Expenditures for additional equipment necessary for transporting students with disabilities, examples include
  - vehicle renovations.
  - lifts.
  - seat restraints.
  - wheelchair locks.
- Drug and alcohol testing compliance costs.
- Annual physical cost.
- License plate cost for any vehicles used to transport students.

- Vehicle title cost for any vehicles used to transport students.
- Professional development costs for school bus drivers and mechanics. **Excludes** travel, lodging, and meals.
- The amount of indirect costs for administrative support services for the operation of student transportation services eligible for State Transportation Aid that is below 5% of total purchased services costs for contracted school districts and below 5% of eligible allowable costs for district operated systems. Examples include
  - salaries and benefits for
    - part-time transportation directors.
    - school administrators.
    - administrative support staff.
  - utilities for the transportation office
  - insurance for the transportation office
  - telephone for the transportation office
  - salaries and benefits for custodians for the transportation office
  - office supplies for the transportation office
  - office space cost for the transportation office
  - equipment for the transportation office including but not limited to
    - furniture.
    - copy machines.
    - fax machines.
    - computer hardware and software.

NON-ALLOWABLE EXPENDITURES

Some transportation equipment expenditures **are not** allowable transportation costs and must be coded to Function Code 2558. Examples include:

- The amount of indirect costs for administrative support services for the operation of student transportation services eligible for State Transportation Aid that exceeds 5% of total purchased services costs for contracted school districts and not more than 5% of eligible allowable costs for district operated systems. Examples include
  - salaries and benefits for
    - part-time transportation directors.
    - school administrators.
    - administrative support staff.
  - utilities for the transportation office
  - insurance for the transportation office
  - telephone for the transportation office
  - salaries and benefits for custodians for the transportation office
  - office supplies for the transportation office
  - office space cost for the transportation office
  - equipment for the transportation office including but not limited to
    - furniture.

    - copy machines.
    - fax machines.
    - computer hardware and software.
- Student transportation-related vehicles that **do not** meet the Missouri Minimum Standards for School Buses are non-allowable expenditures and are to be coded to Function Code 2558, Object Code 6551.
- Gasoline, oil, parts, or other operating expenses for any vehicle or equipment that is not used to transport students (not operated as a school bus) are non-allowable and should not be coded to the transportation function codes. Examples include, but are not limited to
    - superintendents' cars.
    - food service vans.
    - school maintenance vehicles.
    - driver education cars.
    - lawn mowers.
    - tractors.
    - speech laboratories.
    - bookmobiles.
- Extra cost associated with professional development cost for transportation staff including drivers and mechanics. Examples include
    - travel.
    - lodging.
    - meals.
- Expenditures paid for CARES Act GEER Transportation Supplement Grant and ESSER funds.
- Transportation of McKinney-Vento (homeless) students **paid 100%** by title or other grant funds.
- Transportation of students paid 100% by specific funds, such as specific grants or federal funds.

FREQUENTLY ASKED QUESTIONS

1. **Who must be transported versus who can be transported?**
    a. Students living more than three and one-half miles from school must be provided transportation service. All students can be transported by local board decision (167.231, RSMo).

2. **Who is considered a contractor?**
    a. Anyone who transports student(s) who is not an employee of the LEA. Examples include
        - student transportation bus company (Apple, Durahm, First Student, etc.)*.
        - parent**.
        - taxi cabs*.
        - ride share services (Uber, Lyft, etc.)*.

    *Note: Anyone operating a vehicle that is designed to transport more than 10 including the driver is required to have an S endorsement on the appropriate license for the vehicle being used to transport the student(s). Also they must meet all requirements for a school bus driver such as background checks, physicals, drug testing, and training.

3. **Who claims high school students who reside in an elementary district?**
    a. Per 5CSR 30-261.010.(4).(B).4.A Requirements for the Operation of School Buses, high school pupils residing in an elementary school district are to be claimed only by the elementary district. The elementary district shall claim mileage from where the bus enters the elementary district, including miles traveled within the elementary district and the most direct route to the school of attendance.

4. **Who can claim State Transportation Aid for** McKinney-Vento (homeless) **Students transportation?**
    a. The transportation cost of a McKinney-Vento (homeless) student will be eligible for State Transportation Aid reimbursement at the same rate as all other pupil transportation expenditures. All districts involved must have route miles on the Route Approval Report submitted to the local board of education for approval and on the Application for State Transportation Aid (as with any other route mileage); and the expenditures must be coded on the ASBR in an appropriate transportation function code.

    If the McKinney-Vento (homeless) transportation is 100% paid for by a grant then no ridership count and no miles are reported and the cost should be coded to Function code 2558.

    Additional funding could be available through Federal Programs. For more information regarding Federal funding contact Federal Compliance, Homeless State Coordinator, at 573-522-8763.

5. **Are LEAs required to transport foster care students who reside outside of the district but are allowed to attend the school of origin?**
    a. As required in the Federal Elementary and Secondary Education Act reauthorized as ESSA, some students in foster care who are residents of the District may need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for such

students, the District will collaborate with the state and/or local child welfare agencies to ensure that transportation for such students is arranged, provided and funded. If there are additional costs incurred in providing transportation to the school of origin, the District will provide such transportation if:

- the local child welfare agency agrees to reimburse the District for such costs;
- the District elects to pay the costs; or
- the District and the local child welfare agency agree to share the cost.

6. **Do LEAs get paid transportation state aid for students who live less than one mile from school?**
    a. LEAs do not get paid to transport non-disabled students who live less than one mile from school. Non-disabled students transported on Less Than One Mile-Under Provisions of HB 1180 routes are excluded from the LEAs average cost per ADT, while all other non-disabled students transported who are less than one mile from school impact the LEAs average cost per ADT as part of their Transportation State Aid calculation. The associated cost is calculated by taking the non-disabled students ridership count multiplied by the LEA's cost per ADT and then the cost is deducted from the LEA's allowable cost.

7. **Can a LEA who attends a 4 day week provide remediation on a day off of school and claim those miles as eligible route miles?**
    a. No. Any routes before or after the school day are considered ineligible route miles (activity route miles).

8. **What are eligible transportation miles and where does an eligible route begin and end for mileage tracking purposes?**
    a. 5 CSR 30-261.010, indicates a route begins and ends were the bus is kept at night until it returns to the same location after the pupils have been returned home as long as it is only used for eligible routes. Eligible miles include students with disabilities summer school route miles, but do not include non-disabled summer school route miles. Eligible transportation miles are eligible for state transportation aid (5 CSR 30-261.010(5)(A)(2) and 5 CSR 30-261.040 (3)(B)). Eligible routes are predetermined and are required to be approved by the local board of education by the end of October and any revisions to the routes by June 30.

9. **What are ineligible transportation miles?**
    a. All miles that are driven for any purpose other than transporting students to and from school during the regular school term are ineligible for state transportation aid. Non-disabled summer school routes, routes ran only to transport students who live less than one mile from school, non-disabled early childhood routes, field trips, athletic trips, and other extra-curricular activity trips are examples of ineligible miles. Miles traveled to rerun a route or part of a route to transport students participating in before-school or after-school activities or training (including remediation and extra-curricular) are also ineligible miles. All ineligible miles shall be recorded and subsequently reported on the Application for State Transportation Aid (5 CSR 30-261.010(5)(A)(2) and 5 CSR 30-261.040 (3)(B)).

10. Are summer school miles reimbursable?

a. Regular summer school miles are not reimbursable and should be reported as ineligible-disapproved route miles. Summer school miles for students in an approved special education program, or whose IEP requires summer school transportation, are eligible for reimbursement and should be reported as eligible students with disabilities route miles.

11. What year's ASBR should Summer School miles be reported?

a. Miles should be reported in the same year's ASBR in which the cost appears.

12. Can non-disabled siblings be transported on disabled transportation routes?

a. Yes, if the LEA is accommodating non-disabled sibling(s) residing at the same residence as a disabled student who is transported on a dedicated handicapped route where the sole reason the route exists is to pick up disabled student(s) who have a transportation need beyond regular education student.

13. When is the cost to transport students allowed to be coded to disabled student transportation services (Function codes 2553 or 2554)?

a. When student(s) who have a transportation need beyond regular education students, with or without an IEP for a transportation related purpose, that is transported either on a dedicated students with disabilities route or on a regular route when the student is adding additional cost to the route (i.e. an aide is needed).

Examples of additional cost added to a regular route include:

- Expenditures for additional equipment necessary for transporting students with disabilities, such as vehicle renovation, lifts, seat restraints and wheelchair locks.
- Expenditures for salaries and benefits of aides for students with disabilities.

If a student with disabilities is transported on a regular route and is adding additional cost to the route, the cost of the route should be prorated based on the number of riders and the prorated handicapped cost coded to Function Codes 2553 or 2554 along with the direct additional cost being added to those function codes. Miles should also be prorated using the same percentage.

Examples of dedicated disabled route(s) where the primary intent of the route is to transport students with disabilities that have a transportation need beyond regular education students costs include:

- Home-to-school-to-home route expenditures for salaries and benefits of bus drivers and aides for students with disabilities, purchased services, supplies and capital outlay (excluding vehicle purchases) incurred while operating dedicated routes transporting only students with disabilities.
    - Supplies and capital outlay expenditure examples include additional equipment necessary for transporting students with disabilities, such as vehicle renovation, lifts, seat restraints and wheelchair locks.

If the home-to-school-to-home route exists solely to service students with special needs, other students transported at no additional cost may be included. Example:

- Route created to pick up disabled student(s) who have a transportation need beyond regular education students. Non-disabled students residing at the same residence may be transported and all cost, ridership, and miles reported as disabled.

Note: All SpEd (IEP) students do not necessarily qualify for disabled transportation, and all students needing disabled transportation are not necessarily SpEd (IEP) students.

14. What does transported at "no appreciable cost" mean?

a. A local board of education can decide to transport students that live less than one mile from school. If the district chooses to use the "no appreciable cost" allowance, and does not want to incur a financial penalty, the route cannot detour from the regular route nor can space be created for these students (5 CSR 30-261.040 (4)(B)) to be transported.

Shuttle transportation may also be provided less than one (1) mile to and from any school or learning center either in or outside the district if transportation of students are transported at no appreciable expense to that incurred in the transportation of eligible students (5 CSR 30-261.040 (4)(B)). Example:

- Route transports middle/high school students and stops at the middle school building to unload middle school students. Middle school students who are enrolled in a first hour class located at the high school load the bus. Bus continues route to the high school to unload all students. The middle school students are transported at no appreciable expense because the route was not deterred from the normal route, additional stops were not incurred, and seats were not created.

15. What are the maximum administrative support services expenditures the district can claim?

a. See the non-allowable expenditure section on page 18 of this document.

16. What are allowable transportation expenditures?

a. See the allowable expenditures section on page 16 of this document.

17. What are non-allowable transportation cost?

a. See the non-allowable expenditure section on page 18 of this document.

18. What is the predicted cost used in the calculation of state transportation aid?

a. An analysis of transportation statistics has confirmed a strong correlation between the average number of bus miles per pupil traveled each day and the average cost per pupil mile. Based on this correlation, a curvilinear regression analysis is computed to predict the cost per pupil mile, based on the number of miles per pupil per day for each district. Each district has a unique predicted cost factor (5 CSR 30-261.040 (7)).

19. What is the cost factor?

a. The district's cost factor is the ratio of the district's actual costs to the district's predicted costs based on an analysis of the district's data. If the ratio is one hundred percent or less, the district program is assumed to be efficient. If the percentage is greater than one hundred percent, there is presumed inefficiency. This cost factor is used to adjust allowable costs as an incentive for efficient service. A variance factor of four percent based statistically on the standard error has been determined to allow for any possible error in the analysis (5 CSR 30-261.040 (7)).

20. What does it mean to be efficient or inefficient?

a. If a school district's cost factor is over 100% they are considered inefficient. If a district's cost factor is above 104.00% the LEA will receive a financial penalty. The allowable costs of a district will be reduced by the same percentage that the district's cost factor exceeds one hundred four percent (104%) with no adjustment exceeding thirty percent (30%) (5 CSR 30-261.040 (7) (A) 1-5).

21. Is there an advantage to lowering the cost factor below 104.00%? If so when?

a. If a district's cost factor drops below 104.00% no additional transportation aid is generated; however, a drop in cost is always a local district savings, i.e., 75% maximum reimbursement by the state, 25% minimum paid out of local district funds (5 CSR 30-261.040 (7) (A) 4).

22. Should a district always code all eligible administrative costs to transportation?

a. Administrative costs are indirect and a district may want to review these expenses each year to determine what effect coding the prorated portion as transportation expenses has on the district's cost factor.

23. What effect do administrative costs have on efficiency?

a. Administrative costs increase allowable costs that could increase the district's transportation reimbursement; however, administrative costs could also make a district more inefficient thereby incurring or increasing a penalty for inefficiency.

24. What effect do ineligible miles have on efficiency?

a. Ineligible miles are part of the Calculation for State Transportation Aid (Line 33) cost per mile calculation. The more miles there are, eligible or ineligible, the lower the cost per mile, and the more efficient the district appears.

25. What effect do ineligible miles have on the state transportation aid calculation?

a. LEAs do not receive Transportation State Aid for ineligible miles and in order to remove cost associated with the ineligible miles the Calculation for State Transportation Aid (Line 34) backs out the cost for ineligible miles by only multiplying the cost per mile (Line 33) by the eligible miles (Line 27).

26. What is it "costing" the district in eligible costs to transport students living less than one mile from school?

a. The "cost" of transporting students less than one mile from school is the difference between Line 34 and Line 36 (if any) on the Calculation for State Transportation Aid (BU110).

27. What weight does mileage carry in the transportation calculation? What happens when the mileage increases or decreases?

a. Mileage carries almost three times as much weight as the allowable cost or the ridership. The district's calculation is based on a per mile reimbursement. If the mileage increases the cost per mile drops which has a positive impact on the district's cost factor. If the mileage drops, the cost per mile increases which has a negative impact on the district's cost factor. A change in the cost factor doesn't always mean there will be a change in the entitlement; refer to the Calculation for State Transportation Aid, Line 40.

28. Why is it important to code students with disabilities route costs as student with disabilities transportation expenditures?

a. Separating the direct student with disabilities transportation costs and coding them as student with disabilities transportation expenditures gives a true picture of the cost of non-disabled transportation expenses versus student with disabilities transportation expenses.

Properly coding student with disabilities transportation expenses will have a positive effect on the district's non-disabled transportation efficiency rating. Students with disabilities route costs do not have the efficiency adjustment applied to them, therefore, the entitlement is always calculated at the 75% maximum.

Costs included in a student with disabilities route(s) include:

- bus drivers' and bus aides' salaries and benefits.
- fuel.
- supplies.
- the prorated share of "global" expenses such as:
    - administrator's salary and benefits.
    - support staff's salary and benefits.
    - mechanic's salary and benefits.
    - utilities.
    - insurance.
    - facility operational costs.

29. What effect does ridership have on the transportation state aid formula?

a. Ridership only affects the efficiency rating (see the Calculation for State Transportation Aid, Lines 40 and 41). If a district's cost factor is 104.00% or below, increasing ridership has no effect on the district's transportation funding.

30. What effect does school bus and facility depreciation have on the calculation?

a. When a school bus or a transportation facility is placed on a depreciation schedule, the depreciation is added to the LEA's transportation allowable costs (Calculation for State Transportation Aid, Line 22).

31. What effect does revenue received from the sale of a bus (Revenue Code 5641) have on the calculation?

a. The amount received from the sale of a bus is subtracted from the district's total depreciation for the year, lowering the LEA's transportation allowable cost (Calculation for State Transportation Aid, Line 22).

32. Where is data for Early Childhood Special Education (ECSE) Transportation reported?

a. No ECSE ridership or mileage data is reported on the Application for State Transportation Aid. ECSE transportation expenditures should be coded to Function Code 2559 within the ASBR.

33. Where is data for Early Childhood Non-Disabled (pre-school) transportation reported?

a. Because early childhood, non-disabled pre-school students are not required under state law to be transported these students are considered ineligible for state transportation aid. There is no ridership collected for these students and the miles are reported as ineligible-disapproved route miles.

34. Is the ridership list a student is reported on based upon residence or stop location?

a. The determination as to where a student's ridership falls is based upon the student's residence. If the residence is located less than one mile, the student will be on the ineligible ridership list (less than one mile). If the residence is located more than one mile, the student will be on the eligible ridership list. If the district picks a student up at an alternative location (such as daycare), the student ridership is still based on location of residence.

35. If a student is transported on a regular home-to-school-to-home route and then change vehicles and are transported on a special education dedicated route to another location (i.e. private entity such as great circle or other school district) for their educational services how/where do you count their ridership count?

a. They would be counted as a rider for a special education route only. They would not be counted twice but rather just one as a rider on the dedicated special education route.

36. How does a bus get coded if it cost less than the capitalization threshold of $5,000?

a. If a bus is over ten model years or older and cost less than $5,000 then it should be coded to 2558-6411. If the bus is less than ten model years old please call School Finance to discuss.

37. How do you calculate your 5% cap for indirect allowable cost listed on page 16?

a. Follow the steps below to determine your 5% maximum for indirect administrative allowable cost as listed on page 16 of this guidance document.

- ❑ Step 1: Find III-A, 2551 + 2552 + 2553 + 2554 + 2555 + 2556 before cost for any items mentioned on page 16 is included.
- ❑ Step 2: Find adjusted bus depreciation from SBDS and FDS
- ❑ Step 3: Find III-C, 6552 Total
- ❑ Step 1 + Step 2 - Step 3
- ❑ X 5%
- ❑ Max amount of items that cannot exceed the 5% cap that can be coded to 2551 + 2552 + 2553 + 2554 + 2555 + 2556